



DISTRICT RURAL DEVELOPMENT AGENCY MALKANGIRI.

Dist: Malkangiri : 764048
Phone No : 06861-230409
Fax No : 06861-230279
E-Mail : ori-dmalkangiri@nic.in

Letter No : 622/XV-42/2019

Date 18/02/2019

SHORT TENDER CALL NOTICE – /2018-19

Sealed tenders are invited from the intending printing firms / Rate contract holders / Agencies / Reputed manufacturers printing of Flex banners/Hoardings & mounting to quote their rates for supply of Hoardings with mounting as per specification, terms and conditions, (Available in the Website www.malkangiri.nic.in / Office Notice Board) which should reach to the Office of the undersigned from 18.02.2019 to 25.02.2019 (Up to 5.00 P.M) (Through Registered Post/ Speed Post / Courier service) only, which will be opened on 26.02.2019 at 3.00 PM by the Tender Committee.

SI No.	Name of Article	Specification	Unit Required
1	Hoardings with Mounting	10 feet X 10 feet 12 feet X 8 feet (Flex Banner)	135 Nos. (Approximately)

Bids submitted beyond the manner prescribed (General Bid form/ Technical Bid format / Financial Bid format) (in a separate cover commissioning all in a big cover including the tender documents shall be rejected.

Terms & Conditions

1. The Rate should be quoted for each & inclusive of all taxes etc.
2. The bidder should submit their bids with copy of valid GST License / PAN Card along with the tender and the original documents should be produced before the committee at the time of opening of bid. If any bidder fails to submit the required documents, the same will be stand cancelled.
3. The bid paper in sealed cover must be accompanied with Paper cost of Rs. 1,000/- (Non-refundable) in shape of Bank Draft & earnest money deposit (EMD) of Rs 5,000/- in shape of NSC / FDR/ TDR / DD / Term Deposit duly pledged in favour of Project Director, DRDA, Malkangiri. The EMD will be released immediately to the un-successful Bidder after finalisation of Bid and to the successful tenders after full supply of the materials.
4. The articles should be delivered at the office of the PD, DRDA, Malkangiri after verification by the committee & No transportation charges will be paid for the purpose.
5. The successful Bidder should supply and install the materials within 15 days from the date of placement of order at the Gram Panchayat, Block Level & District level. If the supplier fails to supply the Articles with in the stipulated period the order shall stand automatically cancelled. No extra cost will be paid towards installation charges.
6. The financial bid will be opened only after the bidder qualified in General & Technical bid.
7. The authority reserves the right to reject any or all bids / supplier without assigning any reason thereof.

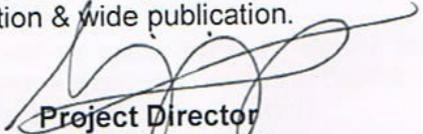
The detail terms & conditions, Bid documents can be available in the website www.malkangiri.nic.in as well in the DRDA Office.


Project Director
DRDA, Malkangiri

Memo No 624 / 2019

Date 18 . 02.2019

Copy to the Office Notice Board, all local offices in the District, / DIPRO, Malkangiri / All the Block Development Officers in the District for information and necessary action with a request to display the Quotation Call Notice in their Notice Board for information & wide publication.

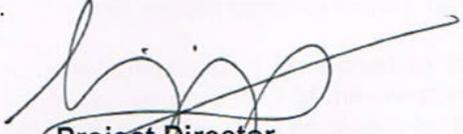

Project Director
DRDA, Malkangiri

Memo No 625 / 2019

Date 18 . 02.2019

Copy to the Correspondent, Odia Daily, "PRAGATI VADI" ~~English~~ for information with a request to publish the quotation for one day. The charges will be paid as per approved rate of Govt. in I & PR Deptt. Odisha, Bhubaneswar.

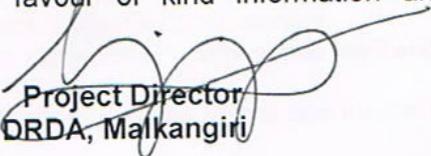
Copy to the District Informatics Officer, NIC, Malkangiri for information with a request to publish the quotation in the District portal www.malkangiri.nic.in.


Project Director
DRDA, Malkangiri

Memo No 626 / 2017

Date 18 . 02.2017

Copy submitted to the Collector, Malkangiri for favour of kind information and necessary action.


Project Director
DRDA, Malkangiri

GENERAL CONDITIONS OF THE CONTRACT

1. The bidders/ supplier should have intending printing firms / Rate contract holders / Agencies reputed manufacturers for printing of Flex banners/Hoardings & mounting . The latest authenticated documentary proof of this shall be submitted. The proof submitted earlier in some other context shall not be treated as valid and sufficient.
2. The tenders (also called bid), not submitted in prescribed format or in the prescribed manner, shall be rejected at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like, rates and amount should be written in figures followed by words.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alteration, deletions and cuttings should be initialled with rubber stamp (or seal) by the same person, who signs the tender documents failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees (INR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
7. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the bids or submission of tenders.
8. Each page of this tender documents should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
9. For the companies and corporations making the bids, the tender document shall be signed by the Managing Director. If it is otherwise, the authority to sign the tender paper on behalf of the company/ corporation shall be enclosed. In case of Partnership Firm the tender documents shall be signed by the proprietor.
10. "Legal Status" of a bidder shall mean either proprietorship or partnership or private/ public limited company or otherwise (to be specified), as the case may be.
11. All the documents and papers submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder unless specified otherwise in this tender document.
12. Submission of more than one competitive bid for single item by the same Firm in response to the Tender Call Notice is prohibited.
13. Use separate piece of paper, where the space provided in the formats in these tender documents for submission of information, is not sufficient.
14. All the information submitted or supplied in the formats of his tender document shall be presumed to be true to the best knowledge of the bidder.
15. The firms not having the GST Registration shall not be eligible for submitting the bids. Firms blacklisted shall also not be eligible for participating in the bid.
16. The GST Registration Certificate and Income Tax Clearance Certificate (ITCC) shall at least be submitted with reference to the current financial year.
17. Earnest Money Deposit (EMD), if called for, shall either be in the form of Demand Draft / Banker's Cheque of a Scheduled Bank payable at Malkangiri or by pledging of NSC/ FDR / Postal Savings Pass Book, all in favour PD, DRDA, Malkangiri. EMD shall be returned immediately after the rejection of a bid. The D.D / Banker's Cheque/ NSC/ FDR/ Postal saving, Pass Book etc. shall be retained till the supplies are successfully delivered as ordered. After that, it shall be returned in the same manner as in the case of unsuccessful bidders.
18. This tender document has prescribed a three bid format for submitting the offers. It contains the "General", "Technical" and "Financial" bid formats. Both the "Technical" and "Financial" bids to be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching the formats from this tender document. Both the sealed covers, the remaining part of this tender document along with " General Bid Format", all the other papers/ documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed covers shall have boldly written with by the supplier/ bidder, 'The tender call notice number and the last date of submission'.
19. The tenders or the bids can be sent by Registered post/ Speed Post / Courier Services only. However, the authorities shall not be responsible for the postal and other delays in receipt of bids.
20. If the last date for receipt of the tender/ bid turns out be a holiday, it will automatically be extended to next working days.
21. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any, may be provided by them.
22. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/ damage suffered by the bidders on account of such rejection.

23. The "Technical" bids shall be opened and scrutinized only in those cases, where the bidders have been found to have fulfilled all the prescribed criteria and conditions of these tender documents other than technical specifications of the products.
- 24.. "Financial bids" shall be opened only in those cases, where one or more of the offered products have fulfilled the prescribed technical specifications. No preference or extra payment shall be admissible for the superior technical specifications or quality of the like, if any.
25. The authorities are not bound to accept the lowest financial bid.
26. On delivery, the supplies or products shall be inspected to verify the quantity and to see whether those are in accordance with the technical specifications (or quality requirements) for which the order was placed. If it turns out to be otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier. Further, the articles found damaged shall not be counted as accepted until repaired or replaced to the satisfaction of the authorities.
27. Short deliveries may not be accepted. All the items ordered must be supplied in full & good condition, for claiming even the part payment.
28. All the clarifications sought from the bidders/ suppliers on technical specifications of the products or otherwise shall be promptly submitted in a transparent and unambiguous manner.
29. All the transit risks shall be the responsibility of the suppliers.
30. Entire tender documents, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders.
31. All the disputes shall be subject to jurisdiction of Civil courts situated at Malkangiri.

Tender Technical Qualification Criteria

- 1) Agents/Representatives of a registered of intending printing firms / Rate contract holders / Agencies / Reputed manufacturers printing of Flex banners/Hoardings & mounting can also quote with authorization. Specify the number of days needed to install the machinery at our Processing Unit site once the work order is issued.
- 1) GST Registration Certificate.
- 2) PAN card & Income tax details.
- 3) Certificate of incorporation issued by the Government.
- 7) A declaration for having not been disqualified / black listed / suspended from empanelment or from participation in any tender from Government or Quasi Government agency in the union of India.
- 8) The agency shall attach the specification/Brochures/Literatures along with photograph of item of the equipment quoted.

**SEAL & SIGNATURE
OF THE BIDDER**

**Sd/-
SIGNATURE & SEAL OF THE TENDER
CALLING AUTHORITY**

GENERAL BID FORM
(TENDER CALL NOTICE No. /2018-19)

1.	Name	:	
	Full Address	:	
	Fax No.	:	
	Telephone/ Mobile No	:	
	E-mail of the Firm	:	
2.	Legal Status of the Firm	:	
3.	Items for which you have submitted the bid.	:	
4.	Give the location & Address of your organisation / firm	:	
5	Have you enclosed the EMD ? if yes, mention the amount & its identifying details	:	
6	Have you enclosed the Paper cost ? if yes, mention the amount & its identifying details	:	
7	Have you enclosed all the documents and papers called for in this Tender documents ? (Kindly enclose a list	:	
8	If the answer to (6) above is 'no' which documents/ papers called for in the tender document have not been enclosed (kindly enclose a list of such documents / papers)	:	
9	Have you enclosed Catalogue with detail specification	:	

SEAL & SIGNATURE
OF THE BIDDER

Sd/-
SIGNATURE & SEAL OF THE TENDER
CALLING AUTHORITY

TECHNICAL BID FORMAT

SI No	Name of the item	Whether offered products fulfills the detailed technical specification kindly answer "Yes" or "No"	Offered specification and details of deviations, if any

SIGNATURE & SEAL OF BIDDER

FINANCIAL BID FORMAT

NAME OF THE ITEM : 10 Feet X 10 Feet hoardings and Mounting, 12 feet X 8 feet.

1.	Price per Hoarding with Mounting (Per unit in Indian Rupees)	:	10 feet X 10 feet	12 feet X 8 feet
	Rate to be quoted (per Square Feet)	:		
2.	GST Regd. No.	:		
3.	Other Charges (to be specified)	:		
4.	Total Unit price of the Item	:		
5.	Terms of delivery	:		
6.	Terms of payment	:		

SIGNATURE & SEAL OF BIDDER